

DUST & SON AUTO SUPPLIES

Application for Employment



AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER
"DISCRIMINATION BECAUSE OF SEX, RACE,
COLOR, RELIGION, NATIONAL ORIGIN, AGE,
DISABILITY OR VETERAN STATUS IS PROHIBITED."

General Information: (Please fill out in full)

Name: _____

Address: _____
Street City State Zip

Telephone: Home () _____ Other() _____

Position Applied for: _____ Department _____

Full Time [] Part Time [] Temporary [] Hours Available _____

Salary Requirements: _____ Date Available _____

How were you referred to us? _____

Are you a United States Citizen? _____ If not, list type of visa and number which verifies
your right to be employed in the U. S. _____

Have you ever been employed by our company? _____

Do you have any relatives employed by our company? _____

How much time have you lost from work or school during the past 2 years?

Year (s)	Number of days lost	Reason(s) for lost time
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EMPLOYMENT HISTORY: Please list all present and past employment leaving no lapse in time. List most recent or current employer first. Include self-employment, summer and part-time jobs.

1) Company			Address		Telephone
Date Employed	From	To	Starting Salary	Leaving Salary	Supervisor
Title:					
Responsibilities:					
Reason for leaving:					

2) Company			Address		Telephone
Date Employed	From	To	Starting Salary	Leaving Salary	Supervisor
Title:					
Responsibilities:					
Reason for leaving:					

3) Company			Address		Telephone
Date Employed	From	To	Starting Salary	Leaving Salary	Supervisor
Title:					
Responsibilities:					
Reason for leaving:					

4) Company			Address		Telephone
Date Employed	From	To	Starting Salary	Leaving Salary	Supervisor
Title:					
Responsibilities:					
Reason for leaving:					

5) Company			Address		Telephone
Date Employed	From	To	Starting Salary	Leaving Salary	Supervisor
Title:					
Responsibilities:					
Reason for leaving:					

6) Company			Address		Telephone
Date Employed	From	To	Starting Salary	Leaving Salary	Supervisor
Title:					
Responsibilities:					
Reason for leaving:					

May we contact the above employers for reference checking purposes? _____

Please identify by number any employer you do not wish us to contact. _____

ADDITIONAL BACKGROUND	JOB EXPERIENCE	
<input type="checkbox"/> Personal Computer	<input type="checkbox"/> Receptionist	<input type="checkbox"/> Equipment Repair/Installation
<input type="checkbox"/> Forklift	<input type="checkbox"/> Accounts Payable/Receivable	<input type="checkbox"/> Shop Manager
<input type="checkbox"/> CDL	<input type="checkbox"/> Driver	<input type="checkbox"/> Road Salesman
<input type="checkbox"/> Other	<input type="checkbox"/> Warehouse	<input type="checkbox"/> Store Manager
<input type="checkbox"/> Other	<input type="checkbox"/> Parts / Paint Counter	<input type="checkbox"/> Other Management
Other experience related to this application: (please explain) _____		

Education

Name	Address	Major/Course Subject	Select Last Year Completed	Degree
High School/Prep				
Technical School				
Business School				
College				
Graduate Work				
Other (describe)				

Additional classes, training or skills _____

If you did not graduate, why did you leave school or college? _____

Are you planning to pursue further studies? Yes _____ No _____ Day School _____ Night School _____

If so, when, where and what courses? _____

References: Please list information below for three references, excluding relatives and former employers

1. _____

Name	Address	Telephone	Occupation	# years known
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2. _____

Name	Address	Telephone	Occupation	# years known
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3. _____

Name	Address	Telephone	Occupation	# years known
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Other: Why would you like a position with **Dust & Son Auto Supplies**?

NOTICE TO APPLICANTS AS REQUIRED BY THE FAIR CREDIT REPORTING ACT (15 U.S.C.SEC.1681)

In connection with your application (for employment, promotion, etc.) a routine inquiry may be made which will provide applicable information concerning character, general reputation, personal characteristics and mode of living. Upon written request, additional information as to the nature and scope of the report, if one is made, will be provided.

ACKNOWLEDGEMENTS AND AGREEMENTS

I, the undersigned, hereby apply for employment with the company. I understand that any employment offered me will be on a trial basis and probationary status for a period of NINETY (90) calendar days, from my date of hire, and any continued employment will be based upon a satisfactory performance review within this period.

I, the undersigned, have never been convicted of a felony.

I hereby authorize all educational institutions, individuals, law enforcement agencies, companies and their representatives and credit bureaus to supply any information regarding my qualifications and previous employment for purposes of employment and continued fitness for employment, and I release them, and the company from all related liability.

I acknowledge information concerning my performance as an employee, as well as information concerning my personal habits, conduct, deportment, as well as the information outlined herein will assist me in obtaining employment with the company. I hereby agree to release and hold harmless **Dust & Son Auto Parts**, its' agents, employees, affiliated corporations, subsidiaries, successors and assigns from all liability in anyway related to the investigation of my suitability for employment, including, but not limited to any liability relating to contact and/or discussions with any of my employers, relatives, and/or acquaintances.

I agree to take a physical examination at any time, at the option of the company at no personal expense. I also agree that the examining physician may disclose to the company or its representatives, the results of such examination. I understand that my continued employment may be conditioned on the findings of this examination, if requested.

I understand that I will be expected to present proof of my age after I am employed and may be required to provide proof of a valid operator's/chauffeur's license and insurability, at any time, if I am required to drive on company business.

I understand that the company can make no guarantee as to the number of hours that I may be assigned from week to week and any reduction in hours can affect my compensation and benefits. I also understand that I may be required to change days off and scheduled hours on a temporary or a regular basis in order to continue my employment. Also, I understand the company reserves the right to transfer me, as business necessitates, and my continued employment may be predicated upon my acceptance of said transfer. Further, I understand that evenings and/or weekends be part of any schedule I may be assigned.

The facts set forth in this application are true and complete. I understand that false statements and misrepresentation or omission of facts will be sufficient cause for cancellation of consideration for employment or dismissal from the company's service if I have already been employed.

In consideration of my employment, I agree to conform to the rules of the company and my employment and compensation can be terminated, with or without cause and without notice, at any time, at the option of the company or myself. I understand that no one other than the President has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the forgoing. Further, any such agreement must be in writing.

I agree that I have read and understand the above acknowledgements and agreements and recognize all of the above as conditions of employment.

Addendum Required

Signature _____ Date _____

Locations

Please place a check next to the location you wish to apply at:

Effingham
201 S. Banker St.
Effingham, IL 62401
217-342-2147

Macon County
748 E. Prairie St.
Decatur, IL 62523
217-422-2506

Salem
Westgate Subdivision
Salem, IL. 62881
618-548-3043

Effingham Warehouse
703 S. Park St.
Effingham, IL 62401
217-342-3011

Grayville
136 Industrial Park
Dr. Grayville, IL
62844 618-375-4311

Sullivan
215 S. Hamilton St.
Sullivan, IL. 61951
217-728-7378

Coles County
6057 Park Drive
Charleston, IL 61920
217-348-0167

Marion
1509 W. Kimmel St.
Marion, IL. 62959
618-997-1162

Champaign County 1702
N. Cunningham Ave.
Urbana, IL. 61802
217-328-3431